

COUNCIL ON HOUSING
Public Session
Wild Quail Golf and Country Club
Camden Wyoming, Delaware
December 14, 2011

Motions

- Approval of November 9, 2011 regular and Executive meeting Minutes.

Important Dates

- December 19 – State Rental Assistance Program (SRAP) press event.
- January 3, 2012 - Loan Review committee meeting.
- January 11 – monthly Council meeting at Buena Vista, New Castle, DE.

Norma Zumsteg, Chair, called to order the public session and annual luncheon of the Council on Housing at 11:35 a.m. on December 14, 2011. In addition to Ms. Zumsteg, the following Council members were present:

Anita Auten	Connie Louder
Pat Batchelor	Donna Mitchell
Russ Huxtable	Ruth Sokolowski
Hugh Leahy	

The following Council members were absent and excused from the meeting:

Ralph Peters	Vincent White
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Also attending from Delaware State Housing Authority (DSHA):

Lynda Blythe, Administrative Specialist III
Calvin Bonniwell, Housing Project/Loan Manager
Patricia Conley, Assistant Housing Finance Administrator
Alice Davis, Housing Loan and Construction Manager,
Cindy Deakyne, Housing Asset Manager
Susan Eliason, Director of Housing Development
Tina Hardin, Chief of Community Relations
Matt Heckles, Director of Policy and Planning
Jim Loescher, Housing Project/Loan Manager
Lisa McCloskey, Housing Mortgage Finance Officer II

APPROVAL OF MINUTES

Mr. Leahy moved that the Minutes of the November 9, 2011 regular meeting be approved as written. Mr. Huxtable seconded the motion and the Minutes of the regular meeting were unanimously approved.

Ms. Mitchell moved that the Minutes of the November 9, 2011 Executive meeting be approved as written. Ms. Louder seconded the motion and the Minutes were unanimously approved.

DSHA REPORT

Mr. Heckles, on behalf of Mr. Ben Addi who was attending a conference out of state, thanked the Council members for their dedication and work on the Council and their committee positions. Ms. Zumsteg was also thanked for her attendance and views expressed at various legislative functions throughout the year. Mr. Heckles invited Council to attend a press event on December 19th at 2:00 p.m. at the Emily P. Bissell State Hospital to celebrate five individuals who are recipients of the State Rental Assistance Program (SRAP). Governor Markell, Mr. Ben Addi and other cabinet members will be in attendance and speaking on the importance of the program. SRAP assists individuals, who have been living in state long-term care facilities or foster care, to move into their own rental housing.

Ms. Eliason also thanked Council for their efforts and stated the loans and grants approved for funding in 2011 provided nearly 700 rental or homeownership units. The Housing Policy committee was also commended for their assistance on refining the non-HDF 2012 Low Income Housing Tax Credit application.

COMMITTEE REPORTS

LOAN REVIEW

Mr. Leahy stated he had no report to give and thanked the committee members and DSHA staff for their diligence and input throughout the year.

OPERATIONS

Ms. Louder had no report at this time.

HOUSING POLICY

Ms. Sokolowski stated the committee met immediately prior to this meeting to review another part of the HDF funding process, i.e. Housing Grants. DSHA staff was commended for their work on the process and Ms. Sokolowski stated the committee had two recommendations:

1. Investigate ways to recapture more of the loan and grant funds.
2. Make sure that grant parameters dovetail with the objectives set in the Strategic Plan.

COMMUNICATIONS

Ms. Zumsteg, on behalf of Mr. Peters, Chair of the committee, stated there was no report.

SCHEDULING OF NEXT MEETING

The next meeting will be held at 2:00 p.m. on January 11, 2012, at Buena Vista Conference Center in New Castle, DE.

OLD/NEW BUSINESS

Strategic planning - Mr. Heckles asked all members to be sure to respond to an email recently sent to them regarding a possible date for the 2012 strategic planning meeting, especially since full attendance is required. Mr. Heckles also stated that Council will receive materials for the strategic planning meeting for their review prior to meeting. It is anticipated that the Office of Management and Budget facilitator for the strategic planning meeting will attend the January 11, 2012 Council meeting to begin the strategic planning process by discussing items to help form the agenda.

Ms. Eliason reminded Council that the next Loan Review committee meeting will be held Tuesday, January 3rd, 2012, at DSHA's Dover offices, at which time two new loan requests will be presented. All of the 2011 Tax Credits have finally been issued to six projects and their carryover agreements will be signed December 16th per Ms. Eliason.

Ms. Zumsteg, Council Chair, thanked the staff and Council for their hard work done for affordable housing in the state of Delaware. On behalf of Mr. Peters, Ms. Zumsteg also thanked the Communications committee for their hard work and diligence throughout the year.

Mr. Leahy thanked Council and the Loan Review committee for their hard work and assistance this year.

Ms. Zumsteg thanked Ms. Auten, who will be leaving the Council after this meeting, for her participation and wished her well.

Ms. Sokolowski expressed her appreciation to the staff and Council on behalf of the Housing Policy committee for their assistance this year in fine tuning programs and initiatives.

ADJOURNMENT

Upon motion made by Mr. Leahy, seconded by Ms. Batchelor, and unanimously passed by the Council, the meeting was adjourned at 11:55 a.m. at which time the Council annual luncheon was held.

Respectfully submitted,



Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.